

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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**CLASS TITLE:** ASSISTANT AUDITOR/CONTROLLER  
**DEPARTMENT:** AUDITOR/CONTROLLER  
**REPORTS TO:** AUDITOR/CONTROLLER

**CLASS CODE:** 0022  
**FLSA STATUS:** E  
**DATE:** 10/99

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**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Assists the elected official in managing all staff and department functions, including long and short range planning, County fiscal operations and staff management. Department is responsible for overseeing all accounting and budget functions for all County departments.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Manages department staff members responsible for performing various financial processes and performs functions, including, but not limited to: preparing cost allocation plan and financial reports; making various calculations; reviewing audits; estimating revenues; maintaining fixed asset information; receipting and disbursing funds; and coordinating record retention and/or disposal.

Carries out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Provides accounting assistance to various departments.

Administers and monitors the annual County budget; plans, allocates, and monitors time, people, equipment, and other resources for the organization to ensure efficient organization and completion of work.

Develops, communicates, and monitors ordinances, policies, procedures, and standards for the department and County; recommends improvement when necessary and writes/revises same.

Performs financial analysis and/or provides data at the request of the supervisor, other officials, general public, etc.

Oversees all accounting functions for all County departments.

Reviews all revenues for placement in correct fiscal period.

Assists in planning long-range goals, objectives, organizational structure, and overall direction for the department.

Assists in planning and implementing short-term or annual goals, objectives, and strategies for the department, projects or programs to ensure efficient organization and completion of work.

Plans, coordinates, assigns, and monitors performance and coaches, counsels, mentors, trains, and advises employees in department for the dual goals of meeting department goals and employee career development.

Ensures quality standards and compliance with regulations are maintained.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Prepares complex, routine and non-routine reports as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; relays and interprets administrative decisions, policies and instructions.

Interacts with a variety of high level individuals, both internally and within the community to provide information, disseminate departmental information and assist in resolving administrative issues.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Personal Computer and/or Terminal

Typewriter

General Office Equipment

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from an accredited four-year college or university in accounting, business administration or related field; and,

Four to six years of progressively responsible related experience in accounting or related field; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

None

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Fund and budgetary accounting.

Budgetary structure of the organization.

Administrative principles and practices including goal setting and implementation.

Administration of staff and activities either directly or through subordinate supervision.

Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.

Methods and techniques of research, statistical analysis and report presentation.

All computer applications and hardware related to performance of the essential functions of the job.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Internal departmental policies and procedures.

County government organization and operations.

External governmental bodies and agencies related to area of assignment.

Standard business arithmetic, including percentages and decimals.

Human Resources policies and practices.

**Skill in:**

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Using tact, discretion, initiative and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Using a computer to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and routine maintenance of general office machines such as copiers, facsimile machines, telephone systems, and paging systems.

**Mental and Physical Abilities:**

Ability to read and interpret documents such as operation and maintenance instructions, procedure manuals, and so forth.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to establish and maintain effective working relationships with others.

Ability to draft and type correspondence.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to deal with problems involving several concrete variables in standardized situations.

While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 20 pounds.

**Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.